

For office use only – Candidate number: _____



NORTHERN IRELAND AUTHORITY
for ENERGY REGULATION

REF NO:

NAME

NOMINATION FOR THE POST OF MANAGER SEM

Please remember to:

Read carefully the information pack and nomination form.

Type or write clearly in **black** ink.

Ensure that the nomination form is signed and dated.

Please send the completed nomination form to:

Eddie Gaw
Head of Finance and Administration
Office of Regulation for Electricity and Gas
Queens House
Queen Street
Belfast
BT1 6ED

Tel: (028) 9031 6628
Fax: (028) 9031 1740
eddie.gaw@ofregni.gov.uk

To arrive NOT LATER THAN 12:00hrs on Thursday 24 August 2006

Further information about the Authority and the appointments can be obtained from Eddie Gaw at the above address.

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1. PERSONAL DETAILS

Surname: _____

Former surname (if applicable): _____

Forename(s) (underline name by which you are known):

Title (Mr/ Mrs /Miss /Ms /Dr /Other): _____

Honours / Decorations / Academic / Other letters used: _____

Residential address: _____

Postcode: _____

Please provide a number at which you can be contacted during working hours

Telephone: _____

Mobile telephone number: _____

Email address: _____

National insurance number: _____

Date of Birth: ____/____/_____

Town and country of birth: _____

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2. QUALIFICATIONS

Please give details of any educational / professional qualifications held.

Qualification	Date awarded	Awarding body	Main subjects

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3. CAREER HISTORY

List your employment details (including self-employment and unemployment) for the past ten years, beginning with the most recent and working back. Continue on a separate sheet if necessary.

Dates (month and year)		Organisation (include name and address of employer)	Position / Main Responsibilities
From	To		

4. OTHER RELEVANT EXPERIENCE

List all other positions held, including voluntary sector work, public appointments etc., which may have some relevance to the post for which you are applying. Start with the most recent and work back.

Dates		Organisation	Position / Main Responsibilities
From	To		

5. ESSENTIAL CRITERIA

Candidates must be able to provide evidence (by way of examples) to demonstrate their skills, knowledge and experience in the following areas:

(a) Technical Skills:

Minimum of five years relevant work experience in utility / energy sector or industry knowledge gained in financial, public sector, or consulting work, including at least two years working at an equivalent level to this post.

Possess well developed technical skills which enable you to:

- Understand economics of electricity generation, networks and supply, in particular areas of potential market failure;
- Be familiar with existing approaches to regulation and their rationale and pros/cons, in the UK and other countries;
- Understand the legal and political background to the UK tradition of utility regulation, including broad principles of public law as relevant to electricity regulation;
- Clearly identify and define public policy issues relevant to the work of an regulator of electricity generators, networks and suppliers;
- Undertake original economic and financial analysis to a high professional standard using a range of relevant IT tools and methodological frameworks;
- Design processes to develop and evaluate policy options, and conduct such evaluation from an independent and objective viewpoint;
- Show an appreciation of accountancy and corporate finance;
- Prepare and conduct negotiations through processes that optimise your ability to deliver desired outcomes while safeguarding future working relationships;
- Plan, drive and deliver a substantial work-load; and
- Work well under tight deadlines, and with a high degree of individual responsibility, all of which are implicit in the position.

Please answer within the following two (2) pages.

Technical skills – page 1

Technical skills – page 2

(b) **Management skills**

- Demonstrable experience managing talented and professional staff, individually and in teams. Ability to articulate management approach and evaluate alternative approaches;
- Demonstrable experience managing financial resources, tracking budgets, etc.;
- Demonstrable experience designing or procuring consultancy or research support, including awareness of good practice in managing outside resources;
- A track record of significant achievement in a complex and evolving field;
- Ability to lead, motivate and forge effective relationships at all levels internally, externally and cross functionality;
- Strong leadership skills with the ability to provide direction and focus for team members as well as motivating the team to achieve results;
- An understanding of change management processes;
- Demonstrable track-record of developing own skills and knowledge and developing staff; and
- Ability to operate in a consultative style that encourages a challenging and questioning approach to the issues.

Please answer within the following two (2) pages.

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Management skills – page 1

Management skills – page 2

[Empty response area for Management skills – page 2]

(c) **Analytical Thinking**

- Experience of making sound judgements, taking into account all relevant technical, legal, financial and economic factors;
- Experience of analysing complex strategic issues;
- Intellectual ability to assess strategy effectively; and
- Ability to think creatively, to innovate and resolve problems

Please answer on this page.

(d) **Communication Skills**

Can demonstrate sound oral and written communication skills which enable you to:

- Present succinctly and convincingly to senior staff;
- Represent Ofreg’s views on topics within your area of responsibility to other organisations and in public forums;
- Deal and communicate authoritatively and effectively with industry, business, consumers and their representatives and the public sector.

Please answer on this page.

6. FURTHER INFORMATION

Interview requirements

As an Equal Opportunity Employer we wish to ensure that all applicants have the opportunity to perform to the best of their abilities in interview. Please use the space below to let us know if you require any reasonable adjustments, due to disability, to enable you to attend for interview. Reasonable adjustments are things like wheelchair access, sign language interpreter or special equipment.

Conflict of interest

The Authority must ensure that the individual they appoint is committed to the principles and values of public service. A particular situation it must take account of is that of actual, or perceived, conflict of interest. Therefore, the Authority requires candidates to disclose information or personal connections, which, if they were to be appointed, could lead to a conflict of interest or be construed as such. It is very important, therefore, that all candidates provide appropriate details of any interests, including financial interests, which might be construed as being in perceived conflict with the appointment for which they have applied. If it appears, from the information provided on the form, that a possible conflict might exist, or arise in the future, this will be fully explored with the candidate with a view to establishing whether it is sufficiently significant to prevent the individual from carrying out the duties of the post. The Panel will do this at interview stage.

Have you, or your immediate family, any other interests which might be perceived as being in conflict with the post for which you have applied, and might, in future, be raised in public?

Yes No

If yes, please provide details.

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Other information

If successful, how much notice would you require before taking up appointment?

How did you learn of the post?

Declaration

- (A) I have read and understood the information provided in the Candidate Information pack.
- (B) I undertake to inform the Authority in writing of any change in my circumstances which may occur between the date of application and any possible date of appointment.
- (C) The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, to dismissal.
- (D) I give my consent for a criminal record check to be carried out.

Signed: _____

Print name: _____

Date: _____

Please send this completed application form to:

Eddie Gaw
Northern Ireland Authority for Energy Regulation
Queens House
14 Queen Street
BELFAST
BT1 6ER

Your application must be received no later than 12:00 on Thursday 24 AUGUST 2006.

PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM ON THE FOLLOWING TWO PAGES. FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION.

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EQUAL OPPORTUNITIES MONITORING

PLEASE NOTE THIS FORM IS REGARDED AS PART OF YOUR APPLICATION AND FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION

Please ensure that you have read the notes for guidance in the Candidate Information Pack before you complete this part of your application form

Post: _____

It is the policy of the Northern Ireland Authority for Energy Regulation to ensure that all eligible persons have equal opportunity for employment and advancement on the basis of their ability, qualifications and aptitude. The Authority selects those suitable for appointment solely on the basis of merit without regard to an individual's disability, race, religion or sex. Recruitment is monitored to ensure that the equal opportunity policy of the Authority is effectively implemented.

Please tick as appropriate: **Male** **Female**

National insurance number: _____

COMMUNITY BACKGROUND

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the above Order. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (NI) Order 1998. It will only be used for monitoring the effectiveness of the Authority's equal opportunity policy and to comply with obligations relating to monitoring, investigations or proceedings under the requirements of the Fair Employment and Treatment (NI) Order 1998. Please indicate your community background by ticking the appropriate box below.

I have a Protestant community background:

I have a Roman Catholic community background:

I have neither a Protestant nor a Roman Catholic community background:

PLEASE ALSO COMPLETE THE PAGE OVERLEAF

RACE

The Race Relations (NI) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins. The Authority monitors its workforce in line with recommended good practice. You must complete both Part A and Part B.

Racial monitoring – Part A

(You must indicate by ticking one of the boxes below)

Are you:

- White:
- Of Black African origin:
- Of Black Caribbean origin:
- Of Bangladeshi origin:
- Of Chinese origin:
- Of Indian origin:
- Of Pakistani origin:
- Of other origin: Please specify: _____

Racial monitoring – Part B

(You must answer both of the following questions)

Are you a member of a mixed ethnic group? Yes No

Are you a member of the Irish Traveller Community? Yes No

DISABILITY

The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably than someone else because of their disability, unless there is a good reason.

Do you consider yourself to have a disability? Yes No

If yes, do any of the disabilities or conditions listed below have a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities (see candidate's information pack for further explanation): Yes No

Please tick the category or categories which apply to you:

- Hearing impairment:
- Visual impairment:
- Speech impairment:
- Mobility impairment:
- Physical co-ordination difficulties:
- Reduced physical capacity:
- Severe disfigurement:
- Learning difficulties:
- Mental illness/mental health difficulty: